



Job Posting

Position Title:

Account Specialist (Accountant 2)

Reports To:

Director, IEA Program

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This position will support the Individualized Education Account (IEA) Program in the Division of Policy and External Affairs and will work closely with the offices of Local Finance and Accounting to administer Individualized Education Accounts for students with disabilities.

Specific Position Responsibilities:

- Provide excellent customer service to parents who have questions about the IEA Program (e.g., how to enroll their child in the program, how to use IEA funds, how to report use of IEA funds, IEA Program requirements/ account holder responsibilities, and IEA payments).
- Review expense report forms and receipts submitted by IEA account holders (parents) and determine whether IEA funds were spent on approved expenses.
- Track all expense reports, receipts, and expense information.
- Distribute IEA funding to the IEA debit card accounts of each IEA account holder, and track payment distribution. Responsible for handling all issues/problems regarding account payments.
- Process and track account holder requests to make contributions to educational savings accounts using their IEA funds.
- Process and track account holder expense pre-approval requests.

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- Work with the accounting team to reconcile the IEA payments, and complete any end of fiscal year reconciliation and reporting for the IEA payments.
- Process applications (including renewal applications) and contracts submitted by prospective account holders/ current account holders to participate in the IEA Program.
- Ensure that all account holders comply with the requirements to participate in the IEA Program.
- Keep account holder information updated, and process account holder requests to update their account information.
- Monitor and track student enrollment in the program, and process requests to withdraw students from the program.
- Process assessment verification forms submitted by account holders, and track completion of this requirement.
- Prepare reports by collecting, analyzing, and summarizing account holder data submitted through the various account holder forms.
- Assist with reviewing and developing content for parent information sessions, training sessions, webpages, and materials.
- Other duties as assigned.

Qualifications:

- Bachelor's degree with major in Business, Accounting, Education, Communications, or other related field.
- Two or more years of relevant experience or a graduate degree in Business, Accounting, Education, Communications, or other related field.
- Strong skills in written and verbal communications. Experience communicating with a wide variety of audiences and parents.
- Strong organization skills and a track record of managing projects to meet deadlines and achieve milestones over time.
- A commitment to the mission of the organization and dedication to effective implementation of the IEA Program.
- A team player who is flexible and resilient, organized, a fast learner, and one who takes initiative in their work.
- Integrity, a proactive approach, excellent judgment, a results-oriented and problem-solving mentality.



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Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Rebecca.E.Wright@tn.gov. Resumes will be accepted until the position is filled.

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